



LAND SUBDIVISION COMMITTEE MEETING MINUTES
September 5, 2013

ATTENDANCE

Land Subdivision Committee Members	Staff
Gregg Humphrey, Chairman	Joe Zeibert
Nate Bottom, Vice-Chairman	Steve Keenan
Steve Stewart	
Jeph Bassett	
Matt McLaughlin	Others
Cyndi Knowles	Phil Martin
Brian Wright	Hans Distlehorst
Paul O'Shea	Tim Smith
Brian Wood	Polly Poskin
Brad Bixby	Jeff Miller
Kenneth Springs	
Elliott McKinley	

- **CALL TO ORDER**

Gregg Humphrey called the meeting to order at 1:30 PM.

- **MINUTES OF MEETING**

Gregg Humphrey asked if there were any changes or corrections to the [August 8, 2013 Land Subdivision Committee meeting] minutes. Humphrey said hearing none, the meeting minutes would stand as approved.

- **ACTION ITEMS**

See attached

- **UNFINISHED BUSINESS AND NEW BUSINESS**

There was no unfinished business. There was no new business.

- **ADJOURNMENT**

Gregg Humphrey made a motion, seconded by Cyndi Knowles, to adjourn the meeting. The meeting adjourned at 1:49 PM.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2013-05
CENSUS TRACT # 18

NAME OF SUBDIVISION:	Iles Park Place – Location and Sketch Map
JURISDICTION:	City
DATE OF MEETING:	September 5, 2013
OWNER:	Springfield Partners III
ENGINEER:	Martin Engineering
DESCRIPTION:	Pt. W ½, Sec. 3, T15N, R5W (Southeast corner of 6 th and Ash Street)
	6.806 Acres 3 Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Nate Bottom
2ND BY:	Ken Springs
VOTE:	Unanimous

Phil Martin presented the location and sketch map. He said the current long-term plan for the site is to divide the property into three lots and to build a strip commercial center near the corner of Ash and 6th Streets. Martin said there is a zoning case before the City to allow S-3 zoning and to allow cross parking on the lots.

Joe Zeibert, Regional Planning Commission, said staff recommends approval of the location and sketch map. He said all essential services are available to serve the site and the development is in accord with the 2020 Springfield Comprehensive Plan. Zeibert said the southern property line needs to be corrected. He said while the plan shows an easement, the tax records show a strip that is part of the subject lot. Martin said our deed shows the property line as shown on the plan. He said the deed for the property to the south appears to have a hole. Martin said they are not sure who owns it. He said there is an access/maintenance easement. Zeibert asked Martin to submit the deed for staff review. He said the applicant shall identify and key in the building status at the northwest corner of the property. Zeibert asked about the access easement. Martin said the easement was on another property and they had no control over the access easement. Zeibert reminded the applicant that zoning relief must be obtained before the preliminary plan is submitted for review.

Ken Springs, citizen member, had no comments.

Jeph Bassett, Springfield Fire Department, had no comments.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, asked about site landscaping. Martin said the current plan was to build on Lot 1, which will be subject to landscaping requirements. He said the plan for the rest of the site was that it would remain as is, but he could suggest to the owner to add some landscaping to enhance the site.

Steve Stewart, CWLP-Water, said there is ample water capacity in the area.

Gregg Humphrey, Springfield Metro Sanitary District, had no comments.

Nate Bottom, City Engineer, said the applicant shall dedicate additional ROW along Ash Street. He said a 20-foot temporary easement shall be required. Martin asked about the purpose of the easement. Bottom replied it was for construction of an underpass for the high speed rail construction along Ash Street. Bottom also said the City is looking at purchasing some right of way (ROW) for the railroad project. Martin asked how the temporary easement might affect proposed construction on Lot 1. Bottom said according to the exhibit, the ROW acquisition should not affect construction on Lot 1. He said entrances, sidewalks, and curb ramps shall be upgraded to be compliant with the Americans with Disabilities Act (ADA).

Matt McLaughlin, Springfield Zoning Administrator, said the site has City Council action scheduled for its September 15, 2013 meeting.

Brian Wood, Sangamon County Department of Public Health, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Brad Bixby, CWLP-Electric, said an electric easement will be needed along the southern property line.

Nate Bottom made a motion to approve the location and sketch map, subject to:

- 1) Submitting documents verifying the southern property line as shown on the plan, and correcting the plan, if needed;
- 2) Identifying and keying in the northwest corner of the property;
- 3) Identify the additional ROW to be dedicated along Ash;
- 4) Adding a 20-foot temporary easement;
- 5) Showing an electric easement along the south property line.

Ken Springs seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO.	2013-05 (Lg Sc)
CENSUS TRACT #	31

NAME OF SUBDIVISION:	Lots 3 & 4 Water's Edge – Site Development Plan
JURISDICTION:	City
DATE OF MEETING:	September 5, 2013
OWNER:	Lake Springfield Properties, LLC
ENGINEER:	Martin Engineering
DESCRIPTION:	Pt. SW ¼, Sec. 3, T14N, R5W and Pt. SE ¼, Sec. 4, T14N, R5W (Water's Edge Boulevard, east of Lakewood Drive and north of Palm Road)
	3.752 Acres 2 Lots
MOTION TO RECOMMEND:	Approve, Subject To
BY:	Ken Springs
2ND BY:	Steve Stewart
VOTE:	Unanimous

Phil Martin presented the site development plan. He said the site is to the south across the street from the marina. Martin said the proposed building will be used for boat storage.

Joe Zeibert, Regional Planning Commission (RPC), said the applicant shall add a sidewalk along the access road that is built according to the Water's Edge Preliminary Plan. Zeibert asked whether the access road will be improved. Martin said he thought the owner would like to see it improved, but had no plans to upgrade the road at this time.

Ken Springs, citizen member, had no comments.

Jeph Bassett, Springfield Fire Department, said all portions of the structure must be within 250 feet of a fire hydrant. He said one corner measured at 300 feet. Bassett said based on the size and the use of a sprinkler system and a hydrant will be required. He said the fire department connection must be within 150 feet of a fire hydrant.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, said his landscaping issues were covered by CWLP.

Steve Stewart, CWLP-Water, said the comments in the August 28, 2013 letter from the RPC applied. He said the applicant shall resolve the landscape, erosion control, drainage/detention review, and other issues from the letter prior to approval of the site development plan. Stewart said the lake lease issues have been resolved. He said whatever can be done landscaping wise to break up and improve the appearance of the building will be helpful. Stewart said only the water lines for fire suppression are shown. He said CWLP-Water would like to see some more detailed plans for where the water lines will go. Stewart asked what other uses with water were anticipated for the site. Martin said the applicant may do some boat washing and there may be an office on site in addition to the boat storage. Stewart said the type of building the applicant proposes is difficult to insulate year-round for water supply and fire suppression. He said there is ample water capacity. Stewart said after the fire hydrant issue is resolved with the Fire Department, CWLP-Water can provide an estimate to add or relocate a fire hydrant.

Gregg Humphrey, Springfield Metro Sanitary District, said the sanitary sewer to serve the building on Lot 3 shall be separate and not be constructed through Lot 4. He said this comment will be addressed through a separate easement through Lot 4 after talking with Martin. Humphrey said the 15-inch SMSD trunk sewer shall be moved to a location 10 feet from the existing building and the existing sewer abandoned and filled with flow able fill. He said the drawing is not accurate and the sewer is not under the building. Humphrey said these comments have been answered.

Nate Bottom, City Engineer, said the applicant shall remove the gravel along the access road and seed/landscape it. He said the applicant received a zoning variance for gravel parking for a specific period of time. Matt McLaughlin, Springfield Zoning Administrator, said it was for three years, until 2015. Bottom said the gravel parking will need to be removed and paved, depending on what the requirements are. He said the applicant shall provide the proposed locations of the 34 trees, as per the agreement with CWLP. Bottom said the applicant shall provide storm water filtration and erosion control in the applicable areas. He asked if outdoor boat storage was planned. Martin said the applicant intended to park some boats outside across the top, the north side. He said without counting approximately 15 boat spaces are shown. Bottom said the site must meet applicable zoning requirements.

Matt McLaughlin, Springfield Zoning Administrator, said the site has some outdoor boat storage approved but the storage must remain within the limits set by the City.

Brian Wood, Sangamon County Department of Public Health, had no comments.

Cyndi Knowles, Sangamon County Zoning Administrator, had no comments.

Brad Bixby, CWLP-Electric, said the applicant shall show how electric will be brought to the site.

Phil Martin said he would discuss the fire suppression requirements with the Fire Department to get the building under the thresholds. He said the applicant may move the building or see how close they can get.

Ken Springs made a motion to approve the location and sketch map, subject to:

- 1) Adding a sidewalk along the access road that is built according to the Water's Edge Preliminary Plan;
- 2) Revising the plans so all portions of the structure are within 250 feet of a fire hydrant;

- 3) Adding a sprinkler system and a hydrant or revising the plans to meet another threshold acceptable to the Springfield Fire Department;
- 4) Ensuring the fire department connection is within 150 feet of a fire hydrant;
- 5) Resolution of the remaining landscape, erosion control, drainage/detention review, and other issues from the letter to CWLP satisfaction;
- 6) Submitting more detailed plans to determine what water improvements will be necessary for the site by CWLP-Water;
- 7) Showing the sanitary sewer to serve the building on Lot 3 shall be separate and not be constructed through Lot 4;
- 8) Showing the 15-inch SMSD trunk sewer moved to a location 10 feet from the existing building;
- 9) Removing the gravel along the access road and providing seeding or landscaping;
- 10) Providing the proposed locations of the 34 trees, as per the agreement with CWLP;
- 11) Providing storm water filtration and erosion control in the applicable areas;
- 12) Showing outdoor storage and parking areas in compliance with the zoning ordinance; and,
- 13) Showing electric lines to the site.

Steve Stewart seconded the motion and the vote was unanimous.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.

**SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION
MINUTES OF THE SUBDIVISION COMMITTEE MEETING**

FILE NO. 2013-04
CENSUS TRACT # 37

NAME OF SUBDIVISION:	Gabbert County Minor Subdivision – Final Plat				
JURISDICTION:	County				
DATE OF MEETING:	September 5, 2013				
OWNER:	Bev Landreth				
ENGINEER:	Sangamon Valley Surveying and Consulting				
DESCRIPTION:	Pt. SW ¼, SW ¼, SW ¼, Sec. 16, T17N, R5W (North side of Gabbert Road, east of Illinois 29)				
	<table border="0" style="width: 100%;"><tr><td style="text-align: center;">5.23</td><td style="text-align: center;">Acres</td><td style="text-align: center;">2</td><td style="text-align: center;">Lots</td></tr></table>	5.23	Acres	2	Lots
5.23	Acres	2	Lots		
MOTION TO RECOMMEND:	Approve, Subject To				
BY:	Brian Wright				
2ND BY:	Ken Springs				
VOTE:	Passed with one no vote				

Hans Distlehorst presented the final plat. He said the applicant is creating another lot that will meet the subdivision requirements for Lot 2 that will go to the adjoining land owner.

Joe Zeibert, Regional Planning Commission (RPC), said since the division will create a lot that is less than five acres, a minor subdivision is required. He said other comments are to remove the SMSD note. Zeibert said the applicant shall remove the City of Springfield from the septic field note. He said the applicant shall correct the sump pump discharge note, number four; it refers to Margaret Avenue. Zeibert said the applicant shall submit the certificates required by the County subdivision ordinance. He said the applicant shall identify the ½ acre reserved for the septic field. Zeibert said the existing septic field is shown, but there must be at least one-half acre of septic field shown. He said the applicant shall add a note stating that Lot 2 will be combined with the property to the north. Zeibert reminded the applicant that at the time the plat is recorded the RPC will need the deed transferring the property to the north. He asked if the ROW has already been dedicated, to which Distlehorst replied yes. Zeibert said the applicant shall include the document number for this dedication.

Ken Springs, citizen member, had no comments.

Jeph Bassett, Springfield Fire Department, had no comments.

Elliott McKinley, Springfield Park District, had no comments.

Brian Wright, Sangamon County Highway Department, had no comments.

Paul O'Shea, Office of Planning and Economic Development, had no comments.

Steve Stewart, CWLP-Water, had no comments.

Gregg Humphrey, Springfield Metro Sanitary District, said the Sanitary District objects to development without all public utilities in place.

Nate Bottom, City Engineer, had no comments.

Matt McLaughlin, Springfield Zoning Administrator, had no comments.

Brian Wood, Sangamon County Department of Public Health, said there is a concern about the soils for an onsite wastewater system at the north end of the property. He said the soils on the north end of the site are not buildable because they will not support a septic field. Woods said there is also some concern about the flag lot. Distlehorst asked if Wood had an old drawing and that the flag lot was not being platted now. After some discussion, Distlehorst said the existing septic field was the only one planned for Lot 1.

Cyndi Knowles, Sangamon County Zoning Administrator, said a zoning variance was approved by the County Board on July 9, 2013 for the property.

Brad Bixby, CWLP-Electric, had no comments.

Brian Wright made a motion to approve the final plat, subject to:

- 1) Removing the SMSD note;
- 2) Removing the City of Springfield from the septic field note;
- 3) Correcting the sump pump discharge note;
- 4) Submitting the certificates required by the County's subdivision ordinance;
- 5) Identifying the ½ acre for the septic reserve field;
- 6) Adding a note stating that Lot 2 will be combined with the property to the north; and,
- 7) Including the document number for the ROW dedication on the plat.

Ken Springs seconded the motion and the motion passed with Gregg Humphrey voting no.

Gregg Humphrey asked the engineer if the subject to's were understood. The engineer stated that they were understood.